AGREED STANDARDS – ONELIBRARY CONSORTIUM

COST

- SirsiDynix
  - o Cost of SirsiDynix SAAS is shared by all members based on a percentage ratio established by the number of items per library divided by the total number of items held in the Consortium. These totals are determined by running the Count Items reports per individual library and per the entire Consortium during the fall each year once the renewal quote has been received.
  - o Cost of services specific to individual libraries are part of each library's bill. (i.e. SMS Notices, eRC connectors not included with the eResource Central base cost, etc.)
  - o Each library is charged a $1200 Institution Fee per library building, physical location, or branch. This fee was determined by the historical cost of each institution as it used to be charged on our bill.
  - o Each Bookmobile location is charged a $500 Fee. This fee was determined by the historical cost of the bookmobile as it used to be charged on our bill.
  - o Payments for SIRSI expenses should be sent to the treasurer to be sent to SIRSI as a packet. This will avoid problems with SIRSI not crediting payments to the proper library.
- Nebraska Library Commission One Library Accounts – Consortium Dues
  - o Each member library will make an annual dues payment of $750 to an account held by the Nebraska Library Commission. Funds in these accounts can be used for training, new features, etc. Expenditures are agreed upon by the Consortium board.
  - o Lender Composition may be deposited directly into this account at the request of the individual libraries
  - o Each member library will continue to contribute annual dues until a balance of $10,000 has been reached. Those libraries with $10,000 or more in their account do not need to contribute additional funds, but may do so if they wish.
  - o Invoices for these dues will be sent out in the fall to coincide with the SirsiDynix billing cycle.

PATRONS

- Each library will set its own standard for the retention of inactive patrons.
- We have an understanding that we will not charge our patrons ILL fees on anything borrowed within OneLibrary. This does not include postage costs, which will be determined by each library according to their policies.

REPORTS

- It is agreed that individual libraries will keep their old reports to a minimum to help the system operated more efficiently when in ADMIN. Member libraries should remove reports that are no longer of use to that institution.

OPAC

- Libraries can set their own standards for patron access to their accounts online. For instance, Wayne permits patrons to renew items and place holds online.

TRAINING

- Payment for SIRSI training done by staff members at Consortium libraries is limited to transportation and per diem expenses. A library receiving training from a staff member of another library in the Consortium will not be expected to pay for the staff member's time.

SUBCOMMITTEES

- Subcommittees will meet as required by circumstances. Teleconferences or webinars are the preferred method of meeting, but in-person meetings can be authorized by the directors.

CATALOGING

- Libraries agree to follow the catalog manual developed by the cataloging subcommittee and approved by the directors.
- When a cataloguer discovers an error in cataloging made by a member library, an email should be sent to the member library cataloguer asking them to fix the error.
- Catalogers will schedule group training as needed
- Cataloging subcommittee guidelines:
  - Issues between 2 libraries handled by email or phone; issues pertinent to all members of the consortium handled by phone conference with each member at their computer (phone conferences called by chair of subcommittee); formal training will be held at a central location – one rep from each library selected by library director

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